



California Postsecondary Education Commission

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Guidelines for Access to California Postsecondary Education Commission's Public Records

Public records maintained by the California Postsecondary Education Commission (CPEC) will be available for inspection by members of the public pursuant to the following procedures:

1. Requests for inspection of copying of public records:
 - May be verbal, in writing or electronic, however, the Commission encourages requests to be made in writing or electronically unless the request involves records that are maintained by the Commission for the purpose of immediate public inspection.
 - Should be directed to the legal counsel for docketing and referral to the staff member that created and has ownership responsibility for the desired records.
 - Should be specific, focused and sufficiently describe records so that they can be identified, located and retrieved by Commission personnel.
 - Where a request is not specific and focused, Commission staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions of how to overcome practical barriers to disclosure.
 - Must not interfere with the ordinary business operation of the Commission. The operational functions of the Commission will not be suspended to permit inspection of records during periods in which such records are reasonably required by Commission personnel in the performance on their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records. Public records maintained by the Commission shall be available for inspection during the regular business hours of the Commission.
2. A public record includes any writing that contains information related to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. A writing is any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Gov. Code Section 6252(e)(g))

3. The Commission may refuse to disclose any records that are exempt from disclosure under the Public Records Act (See Government Code, Section 6254).
4. Physical inspection of the records shall be permitted within the Commission's offices and under the conditions determined by the Commission. Upon either the completion of the inspection or the oral request of Commission personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting Commission's records shall not destroy, mutilate, deface, alter or remove any such records from the Commission. The Commission reserves the right to have Commission personnel present during the inspection of records in order to prevent the loss or destruction of records.
5. Upon any request for a copy of records, other than records the Commission has determined to be exempt from disclosure under the Public Records Act, Commission personnel shall provide copies of the records to any person free of charge. However, the Commission may charge for records that require data compilation, extraction or programming to produce them.
6. A copy of these guidelines shall be posted in a conspicuous public place in each office of the Commission and a copy thereof shall be made available free of charge to any person requesting such copy.

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